CHAPTER 19. SELF-HELP

I. INTRODUCTION

A. SCOPE

This chapter establishes policy, defines responsibilities, and provides quidance and procedures for the occupant self-help program.

B. POLICY

A family housing self-help program will be established at all field activities.

C. SUMMARY

This chapter is organized into the three topical areas summarized below:

- 1. <u>Responsibilities</u>. The Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM), establishes policies, criteria, and restrictions pertaining to the self-help program. An Engineering Field Division (EFD) provides guidance, assistance, and funds in support of the self-help program. Field activities develop and implement a self-help program within prescribed policies and guidelines.
- 2. <u>Program Administration</u>. Self-help is a program which allows for the voluntary participation of family housing occupants in the maintenance and improvement of Navy facilities. The establishment of the self-help program and its presentation to the occupants are discussed in this section.
- 3. <u>Projects</u>. Guidance for the review of self-help projects and specifications for certain types of efforts are presented in this section.

II. RESPONSIBILITIES

A. THE COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND

COMNAVFACENGCOM develops policies and guidelines for the establishment of a self-help program at Field Activities. Responsibilities include:

- 1. Establishing funding criteria and operating procedures for the self-help program.
 - 2. Obtaining resources in support of the self-help program.

B. ENGINEERING FIELD DIVISIONS

EFD's amplify and promulgate the standards, instructions, and guidance established by COMNAVFACENGCOM. Additionally, EFD's will:

- 1. Provide resources in support of the self-help program at the Field Activities.
- 2. Review, evaluate, and provide assistance for the self-help program at the Field Activity.

C. FIELD ACTIVITIES

Field Activities develop and implement an occupant self-help program within prescribed policy and guidance. In fulfilling this responsibility, Field Activities will:

- 1. Plan, program, and budget for the self-help program.
- 2. Determine the types of occupant efforts which will be incorporated by the local self-help program.
- 3. Establish and operate suitable facilities for the storage and issuance of self-help materials, equipment, and loaner items.
- 4. Develop and maintain a control system to account for the expenditure of funds and the issuance and usage of self-help items.
- 5. Maintain a file of plans and specifications for previously approved self-help projects which will be supplied to occupants submitting requests for similar projects.
- 6. Review and approve proposals for self-help projects submitted by occupants or occupant groups.
- 7. Conduct inspections of self-help work-in-progress to ensure that the work performed conforms with the approved plan.
 - 8. Provide technical guidance and advice to occupants.
- 9. Establish and conduct an occupant orientation plan to enlist occupant participation in the self-help program

III. PROGRAM ADMINISTRATION

Self-help is a program which allows for the voluntary participation of family housing occupants in the maintenance and improvement of Navy facilities. It is designed to enhance the environment, expedite accomplishment of maintenance and improvements, and promote "prudent homeowner" attitudes among the occupants.

The success of any self-help program will be in direct proportion to the effectiveness of the Field Activity's efforts to enlist the participation of the occupants. Remember that common sense prevails in the self-help program.

A. ESTABLISHMENT

A self-help program will be established at each Field Activity. The considerations to be made in the establishment of a self-help program include the identification of occupant efforts, the means of accomplishment, a system of accountability, and an occupant orientation plan. Field Activities should adapt the self-help program to accommodate Command policies and the local environment.

- 1. Occupant Efforts. The application of the self-help program will reflect the kinds of efforts the occupant is expected to undertake. Examples of the types of self-help efforts normally performed include changing faucet washers, replacing broken windows, replacing furnace filters, unplugging clogged drains, grounds beautification on, and installation of fences or storage sheds. The determination and approval of the types of efforts allowable will define the quantities and types of material, tools, and equipment which should be obtained or stocked.
- 2. <u>Means of Accomplishment</u>. The self-help program is implemented by the following means: provision of materials, designation of distribution points, maintenance of a plans and specifications file, and the offering of advice.
- a. Material. All material used in occupant self-help efforts except the installation of storage sheds will be provided by the Navy. This is to allow for uniformity in quality and appearance and to ease the resulting maintenance efforts. Material will be of high quality and suitable to the accomplishment of a specific task.

Inventory records and controls will be established and maintained to provide for proper audit trail, replenishing of supplies, and tracking of overdue loaner items. A record of items loaned out will be kept by unit number and occupant name. All loaner items must be returned in a clean and operable condition.

The Field Activity should develop a reasonable time limit for the return of loaner items to ensure that they are readily available to all occupants. Electrically powered tools, such as drills, skill saws, routers, and so forth, will not be provided in the self-help program. Ladders over 6 feet tall and chain saws are absolutely prohibited in the self-help program. Petroleum products will not be provided by the Field Activity.

The following is a list of items commonly provided by the Navy which may be stocked in a self-help facility. This list is provided as guidance and is not intended to be all-inclusive.

Materials/Replacement Items

Aerator, faucet
Basket, sink strainer
Battery, smoke detector
Chain, door guard
Clothesline
Clipcasements for screen
Coverplates for electrical
outlet and switch
Drip pans, range/refrigerator
Fertilizer

Filter; A/C, heating exhaust Grass seed Handle, faucet Paint Stopper, sink/tub Towel Bar Trash cans Tub and tile sealer Washers, faucet

Tools (Loaner)

Cultivator/tiller
Edger, lawn
Floor buffer
Hoe
Hose, garden
Lawn mower
Level
Mortar box
Plunger
Post hole digger

Rakes
Saw, hand
Shears, pruning
Shovel
Sledge hammer
Spreader
Step ladder
Trowel
Wheel barrow

b. Distribution Points. The methods used for making material available to occupants will be dependent upon the types of efforts expected. Expendable items used for minor maintenance or repairs can be distributed from a centralized self-help facility. Equipment or tools provided on a loaner basis may be more easily handled from a warehouse facility. It is conceivable that one distribution point may serve both functions. The self-help facility should be conveniently located to the housing areas. The convenience of the occupants will also be the primary consideration in the determination of the hours of operation; for example, Tuesday and Thursday afternoons.

The operation of the self-help facility is a function of the housing organization. The staffing criteria outlined in Chapter 2 of this Manual have incorporated this function. Adjustments to the working hours of the housing staff is allowed in order to accommodate the occupants.

c. Plans and Specifications. It is incumbent upon the Field Activity to provide plans and specifications for self-help efforts. In the case of minor maintenance or repair this may mean verbal instructions; however, in the case of improvement efforts this may mean detailed instructions for the accomplishment of a specific project. For example, a beautification effort involving the planting of trees and shrubs should only be approved in accordance with the Field Activity master plan.

The Field Activity should maintain a file of plans and specifications for projects accomplished on a regular basis. New ideas should be incorporated into this file. Field activities may arrange for the exchange of various plans and ideas for self-help projects with each other as a means of encouraging the development of the program. Plans developed for a specific type of project should be adhered to in the accomplishment of future projects of the same type in order to promote uniformity.

- d. Advice. The Field Activity is responsible for providing technical assistance and general guidance to individuals or groups who wish to accomplish a self-help effort. In some instances this can be accomplished by providing printed instructions; in other instances this may require inspections of work-in-progress. In any case, the Field Activity should respond to the occupant's request for assistance at all times.
- 3. Accountability. A system of accountability must be established which will ensure the integrity of Family Housing Management Account, (FHMA,D) funds, provide an audit trail, and ensure the proper distribution of material. Work which results in an improvement to Navy facilities will be picked up on the Family Housing Property Account and will become the responsibility of the Government for maintenance and repair.

Expenditures in support of the self-help program are properly charged to the FHMA,D BP-20, Operations and Maintenance subaccount.

It is imperative that the Field Activity establish a system for ensuring the proper distribution of material to occupants of Navy family housing only. Self-help materials will be provided for the express purpose of maintaining, repairing, or improving Government-owned facilities and equipment. The provision of replacement items should be on a direct exchange basis; i.e., a new clothesline will be provided in exchange for a worn-out clothesline, or a new furnace filter will be provided in exchange for a worn-out furnace filter.

B. PRESENTING THE PROGRAM

The participation of the family housing occupants is inherent to the accomplishment of any self-help effort. The Field Activity should take advantage of any means to encourage and promote the self-help program. A local instruction explaining the program should be made a part of the occupant handbook. Newsletters provide an excellent method for the continuing promotion of the program. The Housing Manager should attend community gatherings in order to promote the program and to get ideas for new efforts which could be undertaken.

An occupant orientation plan should be developed which incorporates the showing of the self-help movie and a demonstration of the techniques used to perform such tasks as cleaning ovens, replacing filters, changing faucet washers, and so forth. The occupant responsibilities outlined in Chapter 10 of this Manual should also be incorporated in this orientation. The orientation should be presented to new occupants within 30 days of assignment to quarters. Emphasis should be placed on the efforts expected of occupants and the benefits derived from the program, for example, expediting routine maintenance work or enhancing the neighborhood.

C. PROHIBITIONS

Work requiring the skill of an artisan or craftsman should be carefully assessed prior to approval. Work which presents a danger to the occupants or facilities must not be approved.

Specific restrictions within the self-help program include:

- 1. The square footage of the living area in quarters must not be altered.
 - 2. Work on the utilities distribution system must not be approved.
- 3. Ladders over 6 feet high and all types of chain saws are absolutely prohibited.
- 4. Work on the structural components of a facility, for example; roofs, foundations, walls, and so forth, must not be approved.
 - 5. Petroleum products will not be provided by the Navy to the occupants.

IV. PROJECTS

The Field Activity must approve all self-help projects prior to accomplishment. The Field Activity must also establish an inspection schedule to ensure quality of workmanship; conformance to approved plans and proper use of Government furnished resources; and make provisions for technical supervision. Projects designed and submitted by occupants should be reviewed and decided upon promptly in order to maintain occupant interest in the program. Self-help proposals will be reviewed for feasibility, compliance with regulations, safety standards and codes, and justification. Materials for all self-help efforts, except the installation of storage sheds, will be provided by the Navy. The Field Activity should ensure that the issue of materials and loaner items is reasonable in light of the nature and scope of the approved plan.

Provided below are specifications for self-help fence and storage shed projects.

A. FENCES

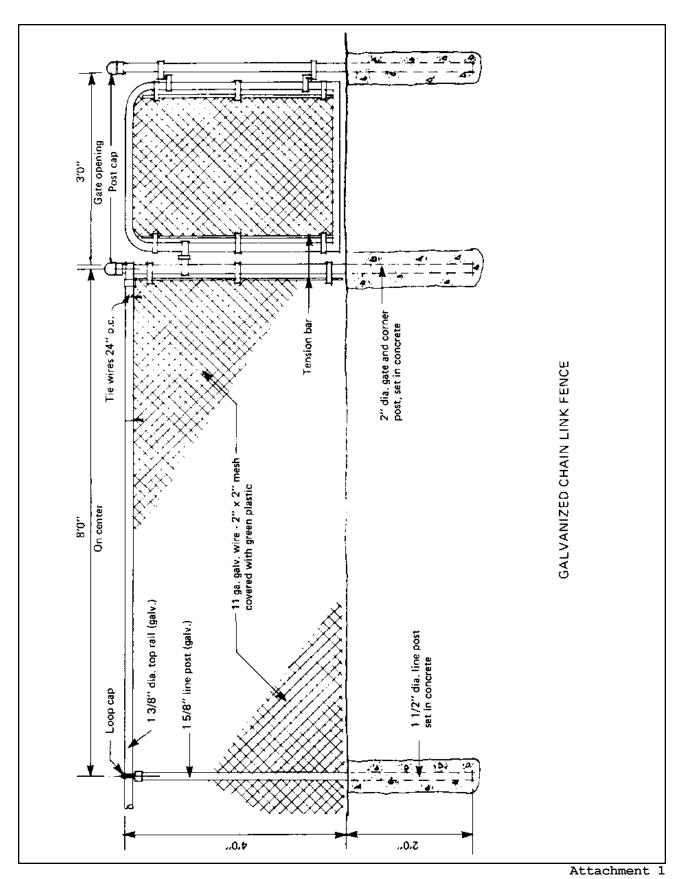
The installation of fences will be in accordance with specifications and dimensions provided below. Material used to install fences will be supplied by the Navy. Fences installed through self-help projects will be picked up on the Field Activity Family Housing Property Account. The Field Activity should ensure that the materials and finish used in self-help fence projects are uniform within a given housing site.

- 1. <u>Specifications</u>. Self-help fence projects will be in accordance with the following specifications. Local considerations at the Field Activity will also be taken into account when evaluating projects. Attachments 1 and 2 illustrate the maximum physical dimensions and installation instructions for fences.
- a. Fences will be installed only in the backyards of family housing units.
 - b. The height of fences will not exceed 48 inches.
- c. The fence will include a gate which is 36 inches wide, and is constructed of the same material as the fence.
- d. The area of the fenced enclosure will not exceed the property for which the occupant is assigned maintenance responsibilities.
 - e. Fencing material will be either:
- (1) Chain Link: Eleven gauge green vinyl clad galvanized steel or aluminum.
- (2) Wood Slat: Either cedar, redwood, or pressure treated lumber to retard rot.
- f. Cedar or redwood fences should be left unfinished. If a stain is desired, a natural stain will be used. The finish must be uniform within a housing site so as not to detract from the overall appearance.
- g. Chain link fences will be constructed of 11-gauge galvanized chain link fabric. Gate, corner and end parts will be 2 inch galvanized pipe. Line posts will be 1-5/8-inch galvanized pipe set apart a maximum of 8 feet center to center. Posts will be set in 24 inches of concrete. The top rail will be 1-3/8-inch galvanized pipe. Tie wires on the line posts will be located every 12 inches.
- h. Wood fences will be constructed with 4-inch by 4-inch cedar or redwood posts set a maximum of 8 feet center to center. Posts will be set in 24 inches of concrete to provide stability. The portion of wood to be set in concrete will be protected with creosote. Top and bottom horizontal rails are to be 2 inches by 4 inches, and fencing will be 1-inch by 6-inch slats secured vertically to top and bottom rails.

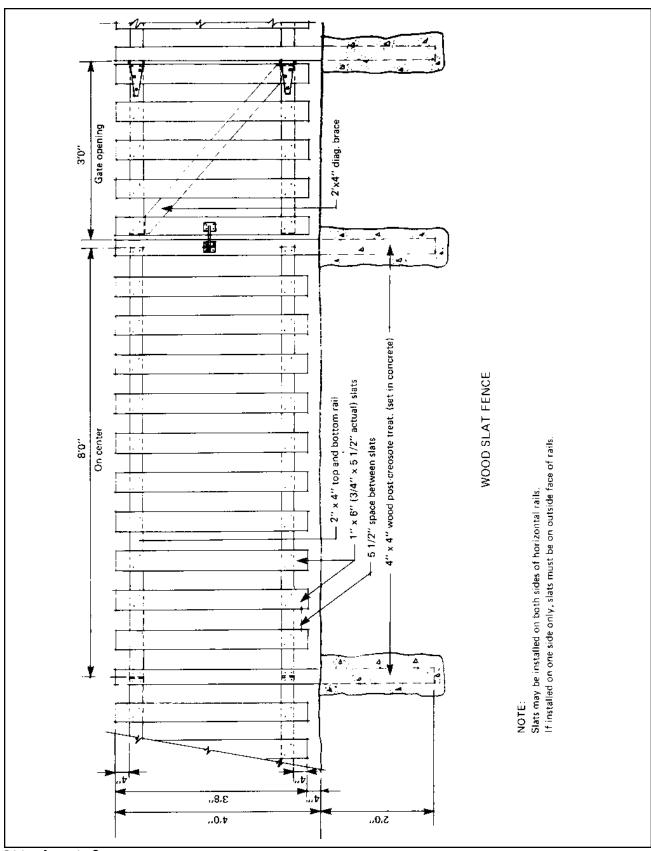
B. STORAGE SHEDS

The installation of storage sheds will be in accordance with the specifications provided below. All materials for self-help storage shed projects should be furnished by the occupant. The storage shed will remain the property of the occupant. Upon vacating quarters, the occupant shall provide for the transfer of the storage shed to the incoming occupant, or will remove it and restore the premises to their original condition.

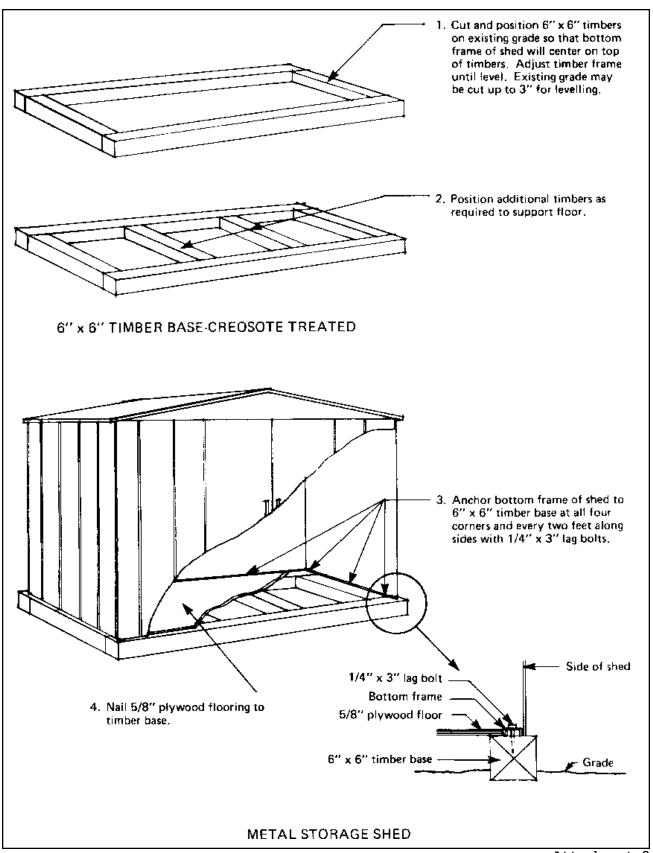
- 1. <u>Specifications.</u> Attachment 3 illustrates a typical storage shed drawing. Local considerations at the Field Activity, such as climatological conditions, layout of the housing units, and so forth, will also be taken into account when evaluating a project. Storage sheds are to be in accordance with the following provisions.
 - a. The base will not exceed 10 feet by 10 feet.
 - b. The height will not exceed 7 feet.
- c. Approved shed colors are soft earth tones compatible with the housing site. Bright colors, such as red, orange, yellow, and so forth, are specifically not authorized.
- d. No utilities, temporary or otherwise, are permitted in the shed. The shed will be used for storage only.
- e. The location of the shed will be designated by the Field Activity.
 - f. The shed must be securely anchored.
- g. The shed must be kept painted, clean, and neat at all times and must be free of sharp edges or similar hazards.



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Attachment 2



Attachment 3

Navy Housing Manual

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